



BROWN COUNTY GOVERNMENT Plan Commission

201 Locust Lane
P.O. Box 401
Nashville, Indiana 47448

Phone: (812) 988-5490
www.browncounty-in.gov

PROCEDURE TO FILE FOR A HEARING

1. Before filling for a hearing, please contact the Brown County Area Plan Office to discuss your request and become familiar with the ordinance requirements and review procedures. The Office will provide you with an application form and a checklist outlining the items that must be submitted with the application.
2. File the required application and checklist items at the Plan Commission office at least **one** week prior to the submission deadline date (see filing schedule).
3. **ON DOCKET DATE** the petitioner or main contact person will come to the Plan Commission office to sign the legal notice (prepared by the Plan Commission). The petitioner or main contact person **must** take it to The Brown County Democrat newspaper office to pay for a Public Notice ad (Approx. \$60). **This Legal Notice must be advertised in the Democrat at least 10 days before the hearing. Since the Democrat is a weekly newspaper; it is highly recommended the Legal Notice be taken to the Democrat before noon on Thursday the week of the docket date.**
4. The petitioner or representative **must** mail certified letters (ON DOCKET DATE); return receipt requested to all appropriate property owners **at least 10 days prior to the hearing** (Certified letters cost approx. \$5.54). The Plan Office will supply the green cards. The certified letter is sent to the owner's mailing address (**it is highly recommended to check the public terminal in the Recorder or Treasure's Office to confirm current owners**, the Plan Commission office is not responsible for incorrect addresses or property owners). Rural route addresses are no longer valid. The petitioner or the main contact will use a copy of the Legal Notice and the property description to send to the property owners as their notice of the hearing.
 - For hearing request for sites outside of Nashville and the Cordry Sweetwater Conservancy District, notify all property owners within 600 feet of the site.
 - For requests in Nashville and the Cordry Sweetwater Conservancy District, notify property owners within 250 feet of the site.
5. It is highly recommended the petitioner or his/her representative **attend the hearing** at which the petition will be considered.
6. If the petition is approved with conditions an Improvement Location Permit will be issued in conjunction with 3.4 (c) of the Brown County Zoning Ordinance. As soon as all conditions have been met, please contact the Plan Commission office so that we may conduct a final inspection and issue a Certificate of Zoning Compliance. Once the Certificate has been issued, **PLEASE SEE THE ASSESSOR, TREASURE AND THE CONVENTION AND VISITORS BUREAU**. If the Certificate is not issued within 12 months of the approval date, the project will be considered abandoned and the approval shall be deemed withdrawn. However, you may apply for an extension of one year for your completion date if good cause can be shown to the Board.